



Building Official (Full-Time / Open Opportunity)

SALARY: \$6,305.29 – \$7,664.08

FINAL FILING DATE: Application materials must be received by the Human Resources Division not later than 5:00 p.m. on December 15, 2006. Applications received after this deadline will be rejected. Application materials may be obtained between the hours of 8:00 a.m. to 5:00 p.m. from: HUMAN RESOURCES DEPARTMENT, 221 WEST PINE STREET, LODI, CA 95240. To request applications by phone please call (209) 333-6704. TDD (209) 333-6853. www.lodi.gov

THE POSITION: Plans, organizes, and supervises the activities of the Building Division in the Community Development Department; participates in code interpretation, plan checking, issuance of permits, and field inspections and performs the most technically complex tasks within the Division. The Building Official has managerial responsibility for the Building Division and is distinguished from the Building Inspector positions by this responsibility. The Building Official has legal responsibility and powers in the enforcement of codes, ordinances, and State laws. Receives administrative direction from the Community Development Director. Responsibilities include direct and indirect supervision over professional, technical and clerical personnel within the Division. Duties may include, but are not limited to, the following: Plans, assigns, supervises, and reviews the work of within the Building Division; Develop and implements the division goals, objectives, policies and priorities; Assumes major responsibility for policy and program development of the Building Division, including budget development and administration; Assumes significant responsibility for a variety of personnel activities including performance evaluations, training, hiring, dismissals, and disciplinary actions; Enforces the provisions of the Uniform Codes adopted by the City of Lodi, including the Building, Mechanical, Plumbing, Electrical, Housing and Dangerous Building Codes, Zoning Ordinances, and State laws. Issues building permits, Stop Work Orders, demolition orders, and citations pursuant to this enforcement responsibility; Reviews construction plans with plan checkers and other City departments. Interprets Uniform Code adopted by the City of Lodi; Conducts field inspection of residential, commercial, and industrial structures; Identifies unsafe buildings and recommends condemnation procedures; Reviews and inspects housing and sanitation complaints; Coordinates activities of the Building Inspection Division with other City departments and outside agencies; Responds to complaints or technically complex questions raised by the public; Prepares reports, maintains records, approves vouchers and purchase orders, and otherwise administers the activities of the Division; Performs related work as required. Building construction principles and practices, including detailed familiarity with carpentry, plumbing, electrical, and other building trades; Safety and construction standards of the building construction industry; Practices and procedures of contracting in the building construction industry; Uniform Building, Plumbing and Mechanical, National Electrical, and Health and Safety Codes; City of Lodi Codes and Ordinances pertaining to buildings, construction, health, and safety; Principles of organization, administration, budgeting and personnel management. Interpret and explain codes, regulations, and ordinances; Detect through inspection deviations from plans, codes, regulations, and ordinances; Read and understand building construction plans and drawings; Plan and organize daily work; Supervise the work of others by assigning, overseeing, and reviewing work; Communicate clearly, orally and in writing; Analyze division policies and procedures; identify, recommend and implement improvements.

MINIMUM QUALIFICATIONS: Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five (5) years of experience as a Building Official, Plans Examiner or Building Inspector including two years that includes supervisory experience.

Education: Equivalent to an Associates of Arts Degree with emphasis in pre-engineering, construction technology or closely related field.

License: Possession of a valid Driver's License issued from the California Department of Motor Vehicles

TESTING PROCESS: Candidates considered to be among the most qualified will be required to participate in a qualification appraisal testing process. This may include oral interviews, assessment exercises, and physical exercises. Passing scores will determine placement on an established eligible list. Eligible list last approximately 2 years unless abolished sooner. Fingerprints and/or background clearance is part of the testing process.

Evaluation of Qualifications: Application materials and resumes will be screened to determine if applicants are considered to be among the most qualified as outlined on the job announcement. Only applicants who are among the most qualified will be invited to participate the testing process. Resumes may not be substituted for a completed application.

Equal Opportunity Employer

EQUAL OPPORTUNITY EMPLOYER - The City of Lodi is an equal opportunity employer and is committed to a policy of fair employment practices regardless of race, color, ancestry, national origin, religion, sex or sexual orientation, marital status, age, mental or physical disability or perceived disability, medical condition, pregnancy, political affiliation or belief, or other unlawful discrimination.

AMERICANS WITH DISABILITY ACT - In compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, the City of Lodi provides reasonable accommodation for qualified individuals with disabilities. Individuals with disabilities requiring accommodations must contact the Human Resources Division upon application submittal to confirm the request.

CRIMINAL BACKGROUND INFORMATION - City of Lodi is authorized and required by the state of California to access Local, State, and/or Federal criminal history as part of the testing process. This process can be completed by initial fingerprinting and/or a full Background investigation pursuant to Penal Code §11105(b)(10), §11105.3, §13300(b)(10); Education Code §10911.5; Public Resources Code §5164) and in compliance with the City of Lodi’s Fingerprinting Policy and Procedure. As a future employee or volunteer, you are required to be fingerprinted and processed through the Department of Justice and cleared before you can start. All information obtained will be kept in strict confidentiality.

HIRING PROCEDURE - Applicants must possess the minimum qualifications by the final filing date. Eligible lists are established upon successful completion of the selection process. The candidates must be successful in each part of the testing. To fill each vacancy the hiring department will request names to be certified from the eligible list and will make a selection from this certification list.

CONDITIONAL JOB OFFERS - Conditional job offers are subject to successful completion of a medical drug screen and/or physical. **Candidates should not quit or give notice to their current employer until final notification has been awarded by the Human Resources Division.**

MEDICAL-DRUG SCREENING – All positions may be subject to a physical or drug screen issued by a qualified medical physician assigned by the Human Resources Division. Under the requirements of the Drug Free Workplace Act of 1988, the City of Lodi has been designated as a drug-free workplace.

APPOINTMENT - At the time of appointment all candidates will be required to execute an oath of allegiance and complete Form I-9 - Employment Eligibility Verification in compliance with the Immigration and Naturalization Act. United States citizenship is not required. All new appointees are required to successfully complete a probationary period of twelve months.

EMPLOYMENT BENEFITS

SALARY - The starting salary is the first rate shown on the job announcement. Advancement to the higher steps of the salary range is based upon merit in accordance with the Salary Ordinance and Rules for Personnel Administration. Eligibility for the first merit increase is effective after 12 months and for additional merit increases after one year intervals until the employee has reached the maximum step.

HOLIDAY, VACATION, SICK, AND ADMINISTRATIVE LEAVE - **Holiday** - An average of 13 paid holidays per year. **Vacation** - 2 weeks paid vacation annually, increasing with length of service depending upon the appropriate labor agreement. **Sick Leave** - 10 days per year depending upon the appropriate labor agreement. **Administrative Leave** - Management/Mid-Management positions receive 80 hours per fiscal year, and specified professional/technical positions receive 40 hours per fiscal year (Pro-Rated).

HEALTH INSURANCE - Medical, Dental and Vision plans are available for employee and dependents. A portion of the premiums may be the employee’s responsibility.

LIFE INSURANCE AND LONG TERM DISABILITY - The City pays the full premium for employee and dependent life insurance, and offers a long-term disability plan that provides up to approximately 2/3 of an employee’s salary.

RETIREMENT AND DEFERRED COMPENSATION - The City of Lodi is a member of the Public Employees' Retirement System (P.E.R.S.). Lodi is not a member of the Social Security System except for the required medical contribution. Employees may participate in a 457 Deferred Compensation program.

FLEXIBLE SPENDING ACCOUNT - Employees may participate in a Section 125 Flexible Spending Account.

IMPORTANT NOTE: This bulletin does not constitute an expressed or implied contract. Any provisions or job duties contained in this bulletin may include modifications pending labor agreements and/or council approval.

